

Adding TSCs to Palantir

Friday, February 03, 2017 11:13 AM

CREATE A TICKET IN PALANTIR

1. Navigate to the NCRIC application
2. Create New > NCRIC EPAK

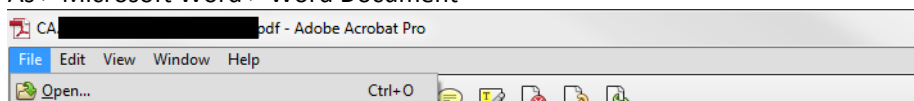


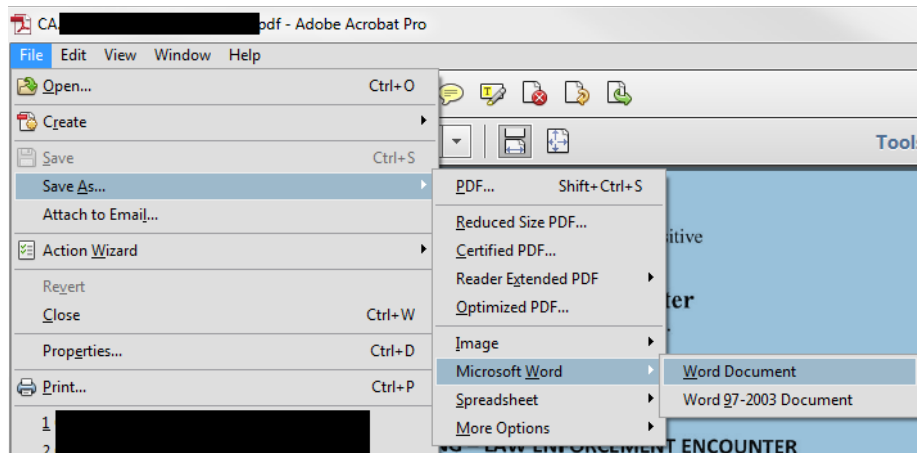
3. Fill in boxes

A screenshot of the 'Creating New NCRIC EPAK' form in Palantir. The form is divided into several sections: 'NCRIC Info', 'Requester Info', 'Subject Info', and 'Workup Period'. The 'NCRIC Info' section includes fields for 'Date Received' (set to 'SUBMITTED DATE'), 'Filed By' (set to 'ncricycruz'), 'Assigned By' (empty), 'Assigned Analyst' (empty), 'Request Type' (set to 'TSC Hit'), and 'Status' (set to 'Assignment'). The 'Requester Info' section includes fields for 'Agency' (empty), 'Unit' (empty), 'Case Ref' (set to 'PUT SRN# HERE'), 'Name' (set to 'TSC'), 'Phone' (empty), and 'Email' (set to 'fusioncenterdata@tsc.gov'). The 'Subject Info' section includes fields for 'Name' (set to 'SUBJECT NAME'), 'Date of Birth' (empty), 'Driver's License' (empty), 'SSN' (empty), 'CII' (empty), and 'Address' (empty). The 'Workup Period' section includes 'WORKUP STARTED' and 'WORKUP ENDED' buttons. Below these sections is a 'Narrative' section with tabs for 'Narrative', 'Associations', 'Attachments', 'Workup', and 'Disposition / Retention'. The 'Narrative' tab is selected, showing a 'Synopsis' section with a text area for 'TSC SRN# (LAST)' and a larger text area for 'Write the narrative below:' containing the text 'COPY/PASTE ENCOUNTER HERE'. A 'Copy From Workup' button is also present.

- a. Date Received: Submitted Date to HSIN
- b. Assigned by: Whoever
- c. Assigned Analyst: you
- d. Request Type: TSC Hit
- e. Case Ref: SRN #
- f. Name: TSC
- g. E

- i. If you cannot highlight the text of a pdf to copy, convert the PDF to Word (File > Save As > Microsoft Word > Word Document)





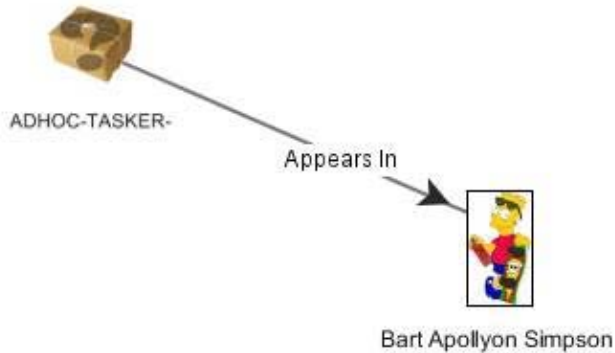
- l. Disposition / Retention Tab > Retention Status: 1 Year
- m. Save. Publish. (Accept where applicable).
- 4. Workup Tab
 - a. Check Positive or Negative for each database
 - b. Save. Publish. (Accept where applicable). This is done frequently because Palantir has a penchant for changing cell information between each of the following steps.

ADD DOCUMENTS TO TICKET

- 5. Click "Add to Graph"
- 6. Navigate to **Graph**. [To open up the icon: **Applications > Graph**]
- 7. Open linked entities. **Right-click RFI > Search Around > Linked entities**. It'll look something like this:



- 8. See something like this ("ADHOC TASKER" will read "EPAK"):



9. Import documents.
 - a. Open up the folder housing the results of all your database queries.
 - b. Drag the files onto the Palantir graph.
 - c. See something like this:



10. Click "Next"
11. Click "Import"
12. Add to graph. Click **Yes**.



13. Associate document with subject.
 - a. Highlight all document(s).
 - b. Left-click a triangle found at the bottom-right of any of the documents then drag it to the subject.



14. Drop line(s) on subject.

15. Add a link. Type "**Appears in**" and select arrow pointing from subject to document.

Add a Link

Select a type of link or event:
Appears In

Select Direction:

Appears In
Bart Apollyon Simpson... *Appears In* NOTICE TO REGIONAL PARTNERS

Has Appearance Of
Bart Apollyon Simpson... *Has Appearance Of* NOTICE TO REGIONAL PARTNERS

Bidirectional
Bart Apollyon Simpson... *2 Appears In* NOTICE TO REGIONAL PARTNERS

Select Data Source:
☒ Manually Entered Data
☐ no data sources
[edit](#)

Select Time Interval:
Begin: X
End: X

Save **Cancel**

16. Save. Publish. (Accept where applicable)
17. Open in browser for tagging.
 - a. Highlight all.
 - b. Left-click any icon. Drag to browser icon and drop.



18. Tag per normal.
19. Save. Publish. (Accept where applicable)

RESOLVE MULTIPLE INSTANCES OF ONE ENTITY

1. NEED TO FILL THIS OUT